


Changing your ESS Password

Purpose Use this procedure when you can still log onto ESS and you want to change your password.

Requirement  In order for this process to work, you must still be able to logon to ESS. If you are unable to logon, please use the **“Forgot Password”** link to obtain a new password.



You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov/irj/>. Depending on your operating system, the supported browsers are:

Microsoft Internet Explorer 7, 8 or 9 and Mozilla Firefox 10.0. Other browsers may work, but they are not supported.

Procedure

1. Access the HRMS Portal sign-on screen.

You can do this by typing this web address into your internet browser:

<https://wahrms.wa.gov/iri/>

OR

Visiting the Office of the State HR Director web site (<http://www.hr.wa.gov>) and clicking on the Employee Self Service link.



Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL

Logon ID *

Password *


Log on

[Reset Password](#) or [First Time User](#)
[Having Trouble Logging In?](#)
[More ESS Information](#)

This is a secure application and available only to Washington State employees.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Logon ID	R	<p>This is your personnel number as provided by your agency.</p> <p> All user IDs must be 8 digits.</p> <p>Example 1: 20039807</p> <p>Add zeros as necessary in front of the personnel number to equal 8 digits.</p> <p>Example 2: 00123456</p>
Password	R	Enter current user specific password.

Welcome to Washington State's Human Resource Management Systems

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Logon ID *

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[Forgot Password](#)

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HR

3. Click on the **Logon** button.

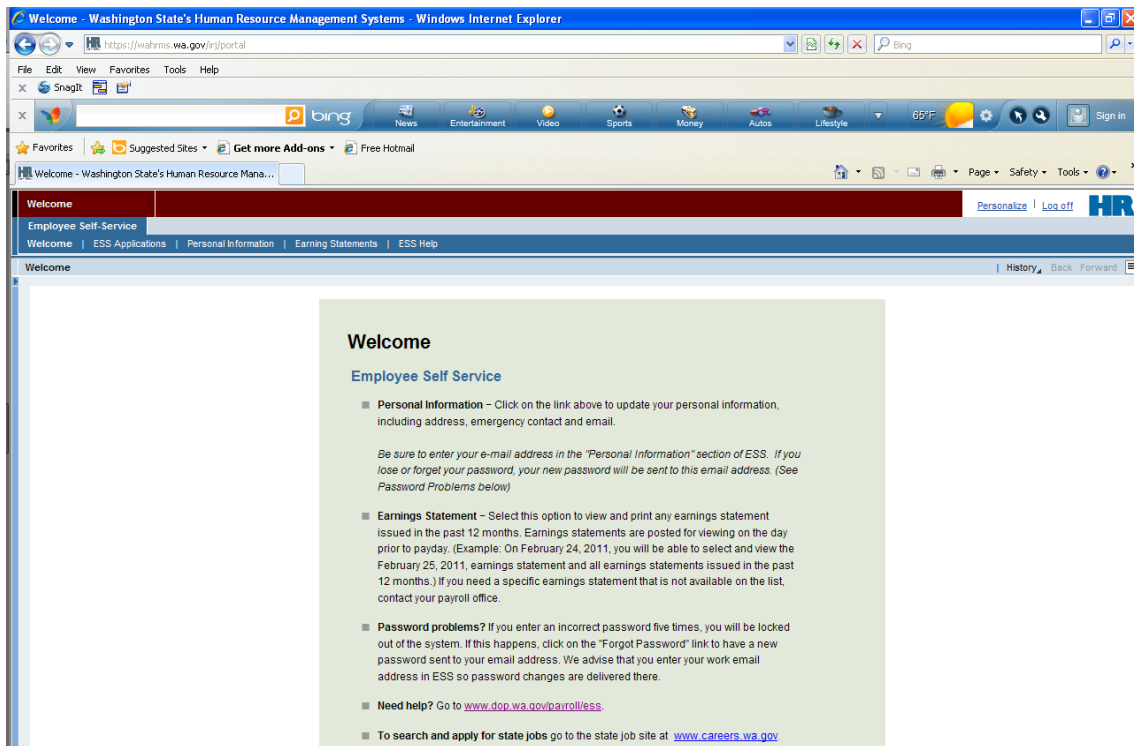
3A. You may receive a Security Warning

Security Warning

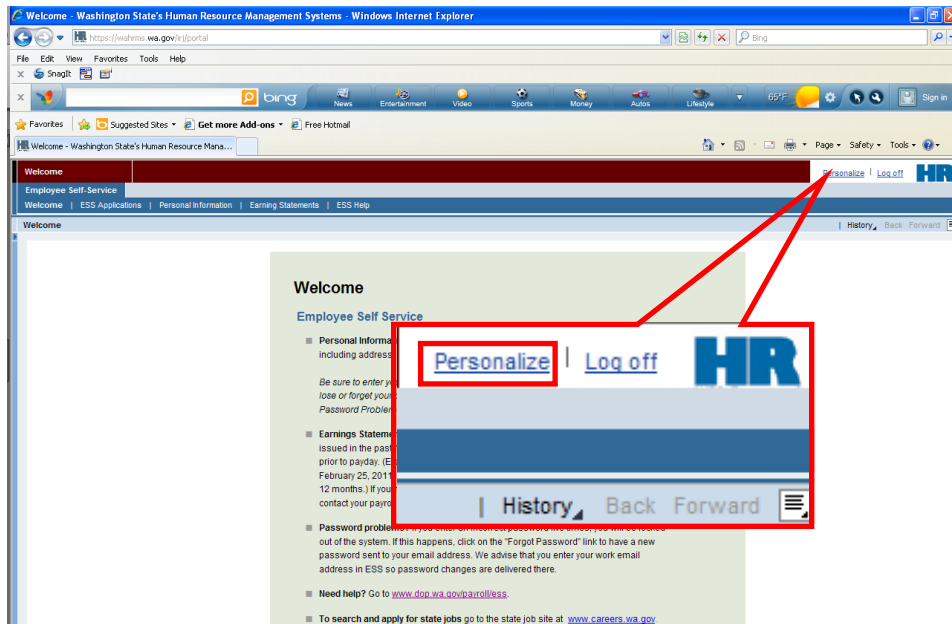
 **Do you want to view only the webpage content that was delivered securely?**

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

3B. Click **No** to continue.



4. Click **Personalize**.



https://wahrms.wa.gov/?standAlone=true&ExecuteLocally=true&NavigationTarget=ROLES%3A%2F%2Fporta - Windows Internet Ex...

Detailed Navigation

- Portal Theme
- User Profile
- User Mapping (Remote Views)
- WorkProtect Mode

Portal Theme

Set Portal Theme

Select Theme: DOP_C

Welcome | Employee Self-Service | Help | Personalize | Log off

Welcome | ESS Applications | Personal Information | Earning Statements | ESS Help

Fill Tray

Standard Text

Plain Tray

Standard Text

Transparent Tray

Standard Text

Collapsed Tray

The portal is refreshed when you apply these changes. You return to the initial page of the portal and unsaved data is lost.

Save Close

5. Click **User Profile**.

https://wahrms.wa.gov/?standAlone=true&ExecuteLocally=true&NavigationTarget=ROLES%3A%2F%2Fporta - Windows Internet Ex...

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Set Portal Theme

Select Theme: DOP_C

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The portal is refreshed when you apply these changes. You return to the initial page of the portal and unsaved data is lost.

Save Close

Detailed Navigation

- Portal Theme
- User Profile**
- User Mapping (Remote iViews)
- WorkProtect Mode

User Profile

Modify

General Information | Contact Information | Additional Information | User Mapping for System Access

Logon ID: 00123456
 Last Name: JONES
 First Name: MICHAEL
 E-Mail Address: Michael.Jones @DES.WA.GOV
 Form of Address:
 Language:
 Security Policy: Default

6. Click **Modify**

Detailed Navigation

- Portal Theme
- User Profile**
- User Mapping (Remote iViews)
- WorkProtect Mode

User Profile

Modify

General Information | Contact Information | Additional Information | User Mapping for System Access

Logon ID: 00123456
 Last Name: JONES
 First Name: MICHAEL
 E-Mail Address: Michael.Jones @DES.WA.GOV
 Form of Address:
 Language:
 Security Policy: Default

Detailed Navigation

- Portal Theme
- User Profile**
- User Mapping (Remote iViews)
- WorkProtect Mode

User Profile


Save Cancel

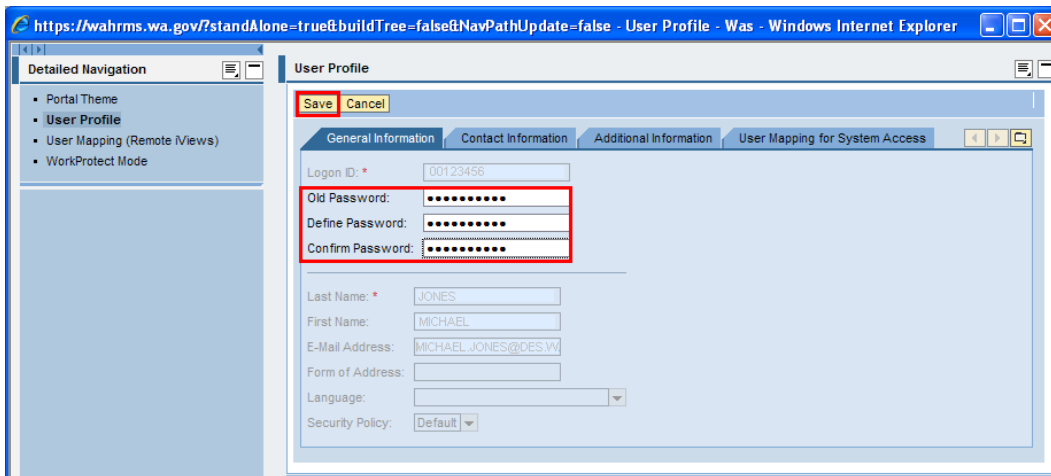
General Information | Contact Information | Additional Information | User Mapping for System Access

Logon ID: * 00123456
 Old Password:
 Define Password:
 Confirm Password:
 Last Name: * JONES
 First Name: MICHAEL
 E-Mail Address: MICHAEL.JONES@DE
 Form of Address:
 Language:
 Security Policy: Default

Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Old Password	R	This is your current password. Example: aBCD@123
Define Password	R	This is your new permanent password.

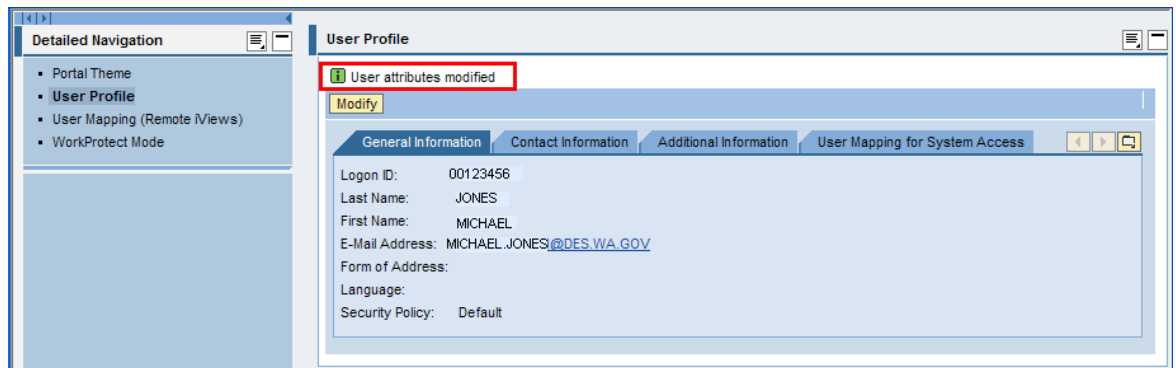
		 Your permanent password must meet the following criteria: <ul style="list-style-type: none"> • Minimum of 8 and no more than 10 characters • Include at least one number • Include one upper or lower case letter • Include at least one special character (such as @, &, #, \$) • Cannot begin with a question mark (?) or an exclamation (!) • Cannot contain your name or any part of your name <p>Example: ESSisgr8!</p>
Confirm Password	R	Re-enter your new password. Example: ESSisgr8!



The screenshot shows the 'User Profile' page in a web browser. The page has a 'Detailed Navigation' sidebar on the left with links to 'Portal Theme', 'User Profile', 'User Mapping (Remote Views)', and 'WorkProtect Mode'. The main content area is titled 'User Profile' and contains a 'Save' button (highlighted with a red box) and a 'Cancel' button. Below these are tabs for 'General Information', 'Contact Information', 'Additional Information', and 'User Mapping for System Access'. The 'General Information' tab is active, showing fields for 'Login ID' (00123456), 'Old Password', 'Define Password', and 'Confirm Password' (all highlighted with a red box). Below these are fields for 'Last Name' (JONES), 'First Name' (MICHAEL), 'E-Mail Address' (MICHAEL.JONES@DES.WA.GOV), 'Form of Address', 'Language', and 'Security Policy' (Default).

7. Click **Save**.


8. You will receive the message ***User attributes modified*** message

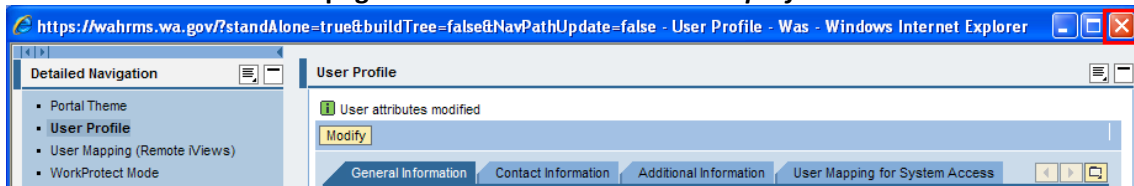


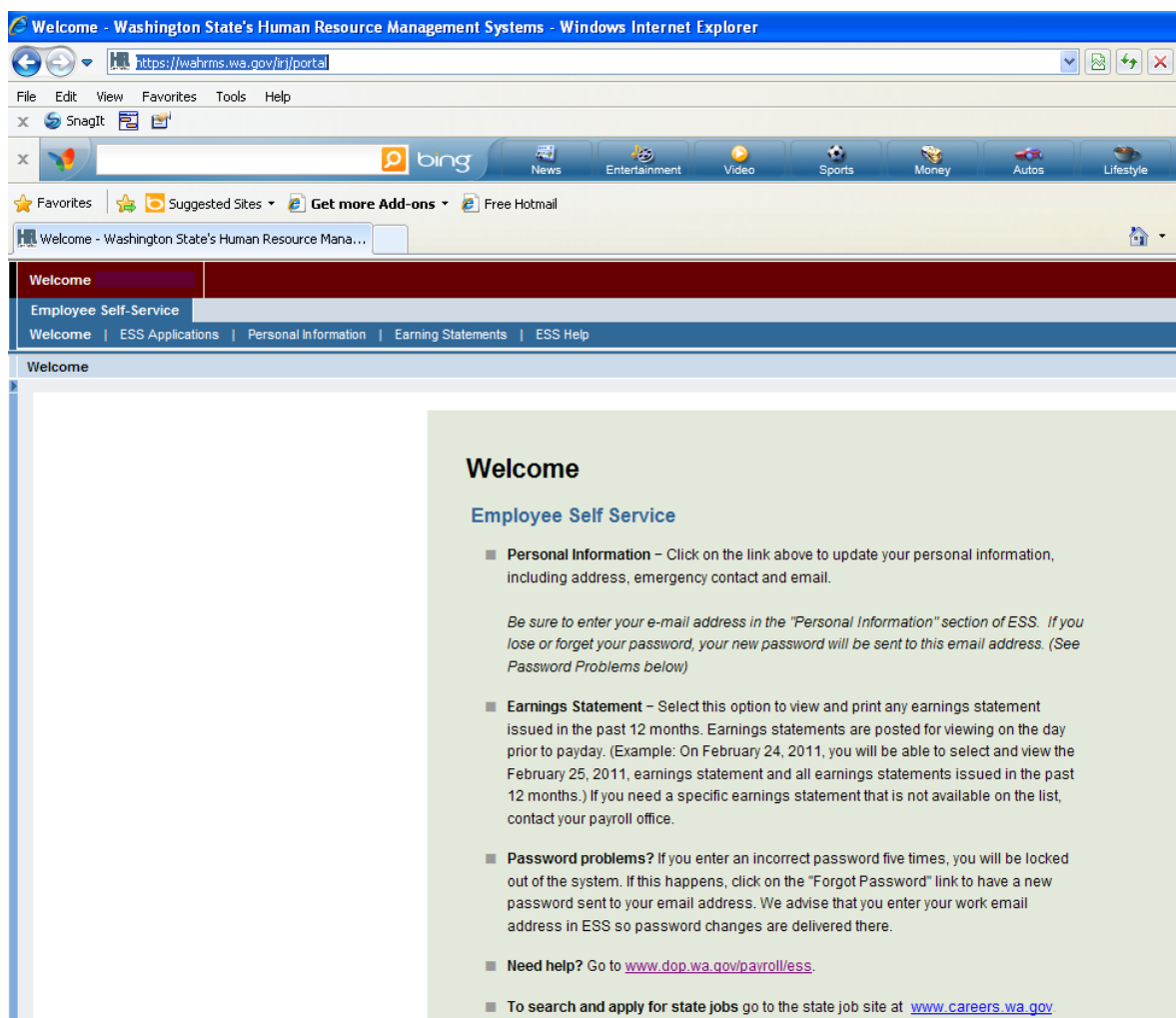
9. You have successfully **changed** your password.

10.



To return to the **ESS Homepage** click on the  on the *user profile* screen.





Welcome

Employee Self Service

Welcome | ESS Applications | Personal Information | Earning Statements | ESS Help

Welcome

Employee Self Service

- **Personal Information** – Click on the link above to update your personal information, including address, emergency contact and email.

Be sure to enter your e-mail address in the "Personal Information" section of ESS. If you lose or forget your password, your new password will be sent to this email address. (See Password Problems below)

- **Earnings Statement** – Select this option to view and print any earnings statement issued in the past 12 months. Earnings statements are posted for viewing on the day prior to payday. (Example: On February 24, 2011, you will be able to select and view the February 25, 2011, earnings statement and all earnings statements issued in the past 12 months.) If you need a specific earnings statement that is not available on the list, contact your payroll office.
- **Password problems?** If you enter an incorrect password five times, you will be locked out of the system. If this happens, click on the "Forgot Password" link to have a new password sent to your email address. We advise that you enter your work email address in ESS so password changes are delivered there.
- **Need help?** Go to www.dop.wa.gov/payroll/ess.
- **To search and apply for state jobs** go to the state job site at www.careers.wa.gov